

## Web Mail

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### Get Started!

Launch your favorite browser (Safari, Firefox, Internet Explorer)

Go to <http://mail.generalmclane.org>

Type in your name (last.first initial—Mackowski.p)

Type in your password

### Two panes

Left—list of folders. Simply click on a folder—contents will appear to right

Check mail link under the heading Folders—click to receive mail

Right—list of emails in a folder

### Right Pane—Links across top: Compose / Addresses / Folders / Options / Search / Help

Compose—click to create and send a new email

Addresses—store addresses in personal address book

Copy/paste address to avoid errors

Type in name, other information

Folders—create folders to move messages to

Click on Folders link

Title folder under Create Folder

May create as a subfolder to another—Click Create

Use options below to rename, delete a folder

Unsubscribe/Subscribe—make a folder “available”

Options—Personal Information, including creating a signature; Message

Highlighting; Index Order (changing the order of columns in the list of emails)

Search—use to locate an elusive email—simply type a name or other key word in the search box

Help—Just like it sounds!

### Right Pane—Second row: Previous / Next / 1 2 3 4 5 / Show All / Toggle All

Previous and Next—show the previous 15 or the next 15 emails in the folder.

1 2 3 4 5—‘page’ numbers of the emails (15 at a time)

Show All—shows all emails in a long list; click Paganate to go back to 15-at-a-time

Toggle All—place a check mark next to all emails

Right Pane—Third row: Move Selected To:

Drop-down list—choose (destination) for move

Select message to move—choose destination—click Move

Forward—forward message to someone

Expunge—get rid of message(s) you have deleted

Read—click to indicate mail has been read

Message Window—From      Date      Subject

Between Date and Subject is a small, unlabeled column that may contain symbols

+    message has attachments

A    you have answered the message

!    sender marked message as urgent

D    indicates you have deleted the message

Unread messages are **bold** text

Viewed message are normal text

To Read an Email:

Click on the subject and the message will appear in another window.

From here, you can go back to the Message List or Delete (links at top left)

You can also go to the Previous or Next message in your folder (links at top center)

You can also choose to Forward, Attach, or Reply/Reply All (links at top right)

Web Mail FAQs:

*Why use web mail?* Web mail gives you the flexibility to view your email from any computer where you can access the Internet.

*Can I import my address book into this Address book?* No, unfortunately you cannot.

*Can I add names directly to the address book from an email?* No, not at this time.

*How do I use the address book when composing an email?* Click Compose, then click Addresses. Put a checkmark to the left of the To checkbox of the person you want to send the message to. Click Use Address to insert the address.

*Can I use multiple names from the address book?* Yes. Click Compose, then click Addresses. Checkmark any combination of the person(s) you want—either To, CC, or BCC—to be selected. Then, click the Use Address button to insert addresses into the message.